

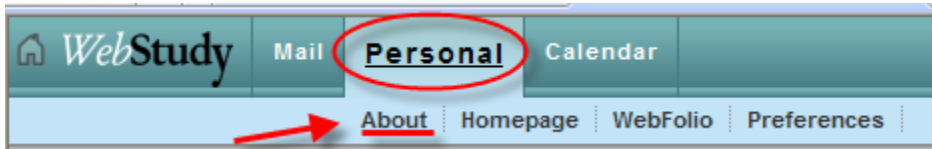


Eastern Arizona College

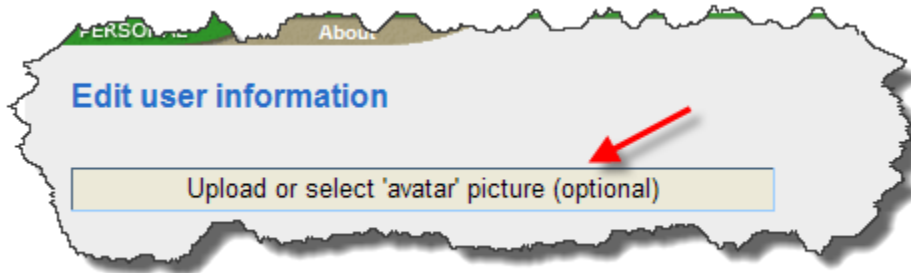
HOW TO SET UP PERSONAL PREFERENCES/AVATAR



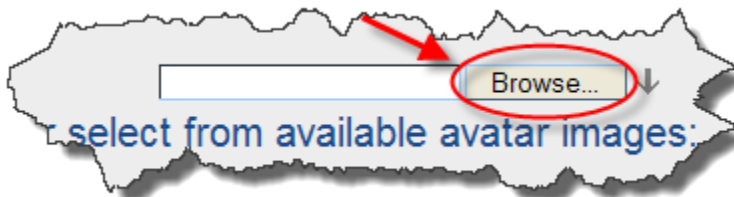
- Hover over Personal at the top of your WebStudy page within the Dashboard taskbar and then click on About.



- To add a picture that displays next to your name for your instructor and classmates to see click on the Upload Avatar button.

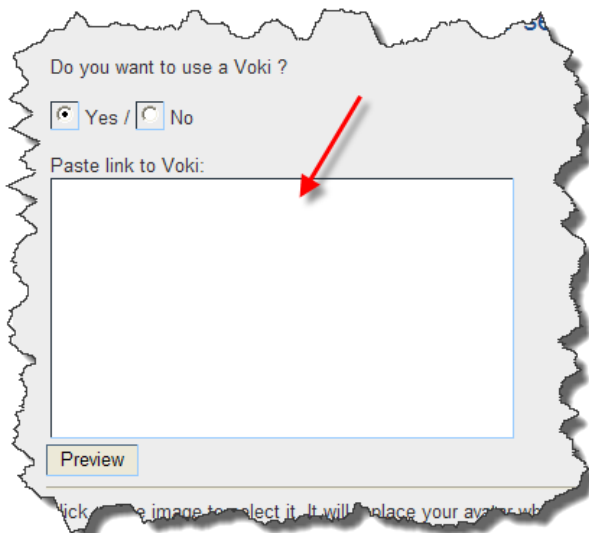


- Click on the Browse button if you wish to use a picture of your own.



- Find the photo you wish to use and upload it.
- If you wish to use a Voki (avatar with voice over) simply paste the link into the Voki text box.

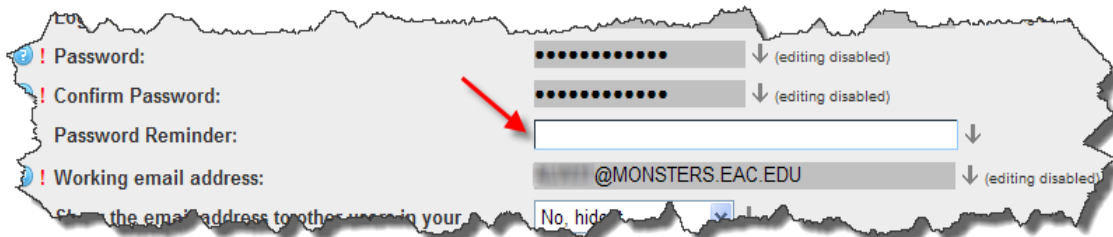
*The best place to create a Voki is at www.voki.com



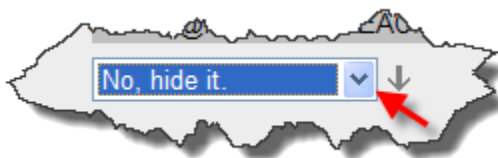
- OR you can simply choose from the selection of avatars that WebStudy provides.



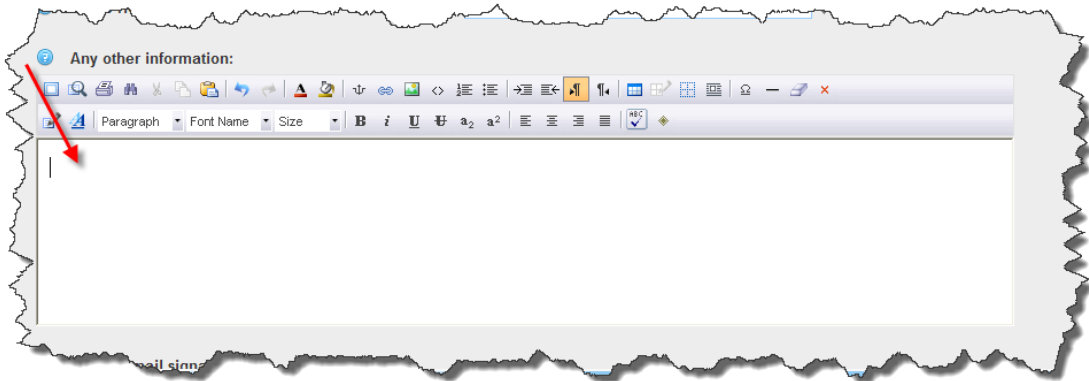
- Click on the avatar you wish to use and select Submit at the bottom of the page to activate it.
- To return to the main About page (more personal information) click on About within your Dashboard taskbar as you did in a previous step.
- ****Anything that is in grey cannot be changed (i.e. Login ID, Password, etc.)***
- However, you can type in a password reminder to help you remember it.



- The default for your Monster Mail address is always **No, hide it.** If you would like your classmates and instructors to see your email address then click on the drop down arrow and select **Yes, make it public.**

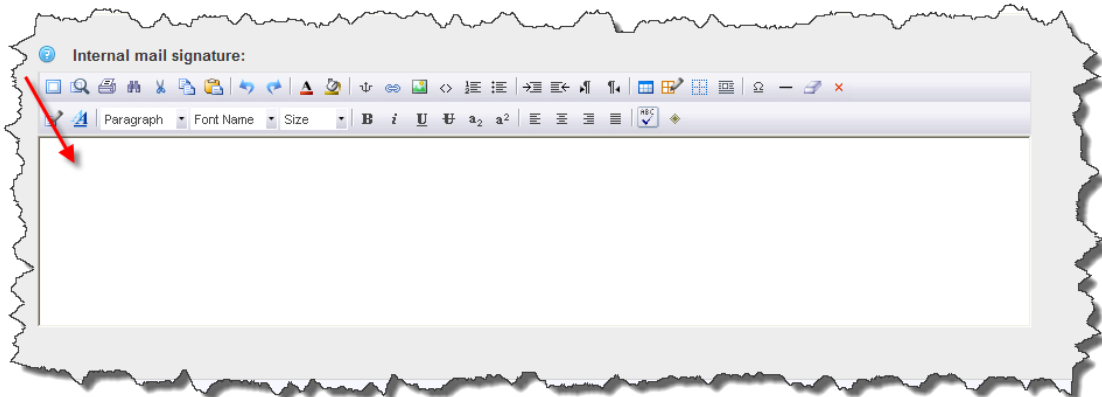


- Toward the bottom of the page within the **Any other information** text box is where you should introduce yourself to your classmates and instructor/s.



****WebStudy auto-populates this information within the student page of your course.***

- If you would like to have an auto generated signature at the end of each email you send then do this in the **Internal mail signature** text box.



- To save the changes to your personal information click on the Submit button at the bottom of the page.